

Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in a text (.txt) format before it can be uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To a .txt File**. All other file types in CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors is described below.

Step 1 Click the Bankruptcy link from the main menu bar. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)

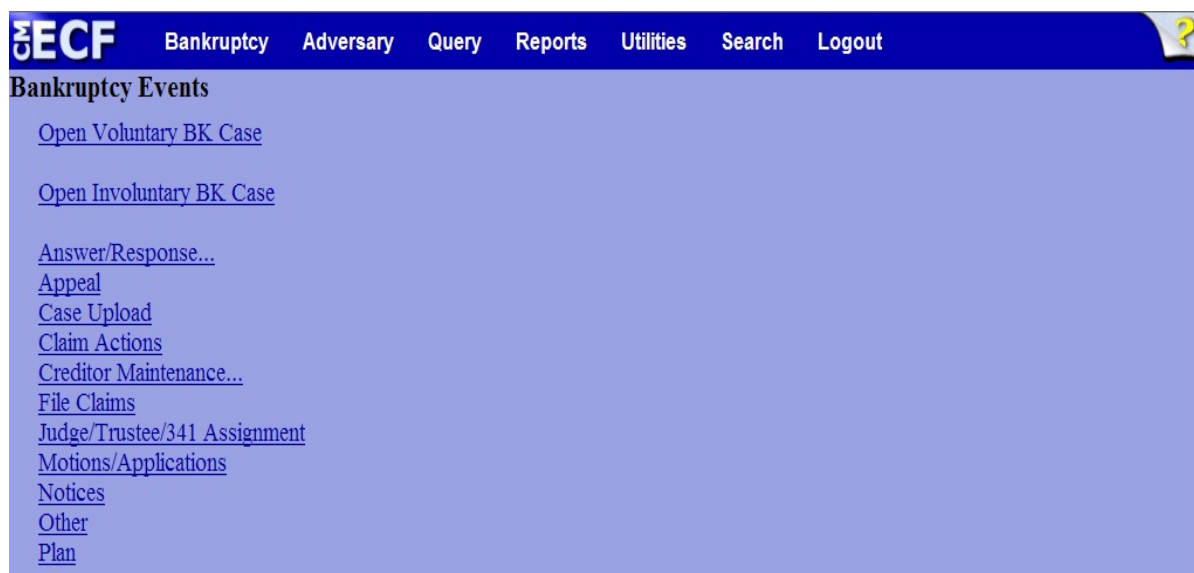


Figure 2

- ◆ Click on the Creditor Maintenance link.

Step 3 The **Creditor Maintenance** screen displays. (See Figure 3)



Figure 3

- ◆ Click the Upload a creditor matrix file link.

Step 4 The **Creditor Processing - Upload a File Method** screen displays. (See Figure 4)



Figure 4

- ◆ Enter the case number in yy-nnnnn format, including the hyphen and click **Next** to continue.

Step 5 The **Load Creditor Information** screen will display. (See Figure 5a)



Figure 5a

- ◆ Click **Browse** to navigate to the directory where the appropriate .txt file is located.
- ◆ Change **Files of types:** to *All Files*.
 - Highlight the appropriate text file with a click of the mouse.
 - For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b)

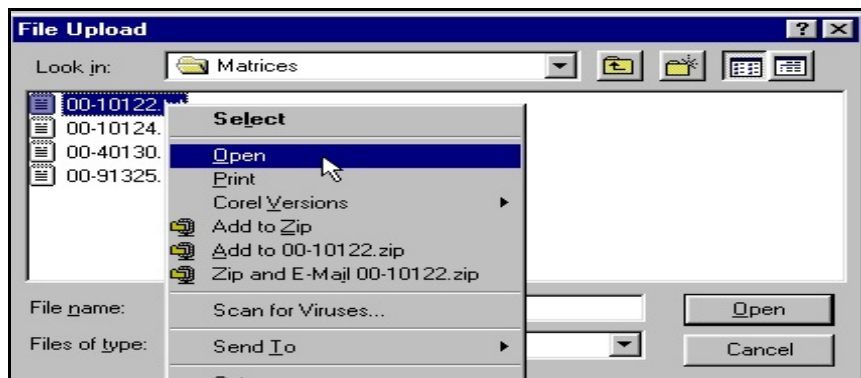


Figure 5b

- ◆ Verify that this is the correct matrix for this case. If correct, either double-click the .txt file to select it or click the **Open** button and click **Next** to continue.

Step 6 The **Total Creditors Entered** screen appears. (See Figure 6)



Figure 6

- ◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, do not click **Submit**. Click the browser **Back** button and research the error or abort the upload by clicking the Bankruptcy link from the main menu bar, research the error and upload the creditors by going back to **Step 1** of these instructions.
- ◆ If the total number of creditors displayed is correct, click **Submit** to continue.

Step 7 The **Creditors Receipt** screen displays. (See Figure 7)



Case Number	3:09-bk-30004
Total Creditors Added to Database	5

Figure 7

- ◆ The information displayed confirms the number of creditors added to the case.
 - Click the Return to Creditor Maintenance Menu link to upload matrices for other cases.
OR
 - Click the File a Proof Of Claim link to file a proof of claim.
OR
 - Click any of the links from the main menu bar.